



Bill Owens  
Governor

Colorado Department of Local Affairs

Barbara Kirkmeyer  
Acting Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

## BULLETIN NO. 26

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

DATE: July 19, 2006

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**THE BULLETIN IS AVAILABLE ON OUR WEBSITE.**

[www.dola.state.co.us/propertytax/index.htm](http://www.dola.state.co.us/propertytax/index.htm)

| <u>Date</u> | <u>Title</u>                                   | <u>Distribution</u>                                     |
|-------------|--|---|
| 7/19/06     | Ouray County Assessor's New E-mail Address     | All interested personnel.                               |
| 7/12/06     | Division of Property Taxation Position Opening | Review with staff. File in General Correspondence File. |





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff, Property Tax Administrator

DATE: July 19, 2006

SUBJECT: Ouray County Assessor's New E-mail Address

DISTRIBUTION: All interested personnel

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**MEMORANDUM**

Susie Mayfield, Assessor of Ouray County, has a new e-mail address. It is [smayfield@ouraycountyco.gov](mailto:smayfield@ouraycountyco.gov) . All assessors please take note.





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Division of Property Taxation  
Position Opening

DATE: July 12, 2006

DISTRIBUTION: Review with staff. File in General Correspondence File.

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**MEMORANDUM**

Attached please find a job announcement for a Property Tax Specialist I in the Appraisal Standards Section of the Division of Property Taxation.

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# **State of Colorado**

**Open Competitive  
EMPLOYMENT OPPORTUNITY  
Department of Local Affairs  
Division of Property Taxation**

**Job Title:** PROPERTY TAX SPECIALIST I

**Position Number:** 80239

**Job Location:** Downtown Denver

**Salary:** salary range \$3,526-\$5,101/mo.

**Release Date:** July 12, 2006

**Apply By:** July 24, 2006

**Employment Type:** Full - Time

**Class Code:** B3E2TX

## **Information About The Job:**

### **DUTIES:**

As a Property Tax Specialist I in the Appraisal Standards Section, this position provides instruction of appraisal courses, workshops and seminars to county assessors and their staff; creates, develops and recommends materials for publication in property taxation manuals; responds to requests for assistance from assessors and the general public; and recommends corrective actions concerning standard real property appraisals, technical consulting or investigations of assessment complaints.

### **REQUIREMENTS:**

Qualified applicants must possess a bachelor's degree in real estate from an accredited college or university in appraisal, real estate, economics, tax auditing, accounting, business, business administration, public administration, finance, finance economics, political science, political science and government or mathematics and one year of property taxation experience, land negotiation and appraisal experience, and/or real estate appraisal experience including six months of experience in the mass appraisal of real property.

**NECESSARY SPECIAL REQUIREMENTS:** Qualified applicants must possess a Colorado real estate appraisal license, and must possess and maintain a valid Colorado driver's license.

### **SUBSTITUTION:**

Any combination of work experience property taxation, land negotiation and appraisal experience, and/or real estate appraisal experience which provided the same kind, amount and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree.

### **PLEASE NOTE:**

**Your application may be used as part of the exam process. Be sure your application specifically addresses the requirements as listed.**

## **How To Apply:**

Submit your State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, Attention: Susie Esparza, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email [susie.esparza@state.co.us](mailto:susie.esparza@state.co.us).

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.  
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.**